

The Georgia State Board of Physical Therapy met on **January 20, 2004** at the Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia for the purpose of conducting business.

**Members Present:**

- Sandra Eskew Capps, P.T., President
- Charlene D. Portee, P.T., Vice President
- Linda H. Lamb, P.T., Cognizant
- Bernice B. Chaney, P.T.A.
- Anthony F. Ellis, P.T.
- Brad S. Freemyer, P.T.
- Morris J. Friedman, Consumer Member
- Patricia H. Willis, P.T.

**Others Present:**

- Robert Renjel, Assistant Attorney General
- Anita O. Martin, Executive Director
- Lea F. Williams, Applications Specialist/Board Secretary

President Eskew Capps established that a quorum was present, and called the meeting to order and in **OPEN SESSION** at 9:05 A.M.

**November 18, 2003 Minutes:** Ms. Lamb made a motion to **approve** the minutes as amended. The motion was seconded by Mr. Freemyer and approved by the Board.

**Rule 490-4-.02(1)(b), Continuing Competency Requirements:** Ms. Portee made a motion to **re-post** the proposed amendments of this rule as amended. The motion was seconded by Ms. Willis and approved by the Board. (Attachment #2)

The Board also voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as provided by the Attorney General's office.

The Board also voted that it is not legal or feasible to meet the objectives of the applicable laws to adopt or implement differing actions for business as listed in O.C.G.A. § 50-13-4(3) (A), (B), (C), and (D). The formulation and adoption of this rule will impact every licensee in the same manner and each licensee is independently licensed, owned and operated and dominant in the field of physical therapy.

**December 16, 2003 Applications Review Recommendations:** Ms. Chaney made a motion to **approve** the recommendations as presented. Mr. Friedman seconded the motion and it was approved by the Board.

**2004 Board Meeting Schedule:** Ms. Portee made a motion to **approve** the schedule as amended. The motion was seconded by Mr. Freemyer and approved by the Board.

**Roster of New Licensees:** Ms. Willis made a motion to **approve** the roster of new licensees. The motion was seconded by Mr. Friedman and approved by the Board. (Attachment #1)

**Board Policies:** The Board **tabled** this item until the February 17, 2004 work session meeting. Board staff will send a request to Mr. Renjel for advice on each policy.

**Mary Labrecque of Global Medical Liaisons, LLC:** Ms. Willis made a motion to **deny** Ms. Labrecque's request for an extension on W.C.'s training permit, and to advise Ms. Labrecque that a training permit cannot be issued until the applicant has relocated to Georgia, and to request that the training permit issued to W.C. be returned. Ms. Willis further motioned that the Board will provide a letter to applicants with immigration issues stating that they are qualified for a training permit but the permit cannot be issued until applicant has relocated to Georgia. The motions were seconded by Mr. Ellis and approved by the Board.

**Letter from Beth Wilson, P.T.A.:** Ms. Lamb made a motion to **advise** Ms. Wilson that the Board is precluded from rendering legal opinions or interpretations of the laws or rules, and to suggest that she check with the hospital's by-laws, and to make sure she is in compliance with Medicare/Medicaid regulations, if applicable. The motion was seconded by Mr. Freemyer and approved by the Board.

**Request for Time Extension to Obtain Continuing Competency submitted by Fay C. Griffin, P.T.:** Ms. Portee made a motion to **deny** the request, and advise Ms. Griffin she will have to apply for reinstatement. The motion was seconded by Ms. Chaney and approved by the Board.

**Letter from Laurie L. Robinson, P.T.:** Mr. Friedman made a motion to **advise** Ms. Robinson that the Board is precluded from rendering legal opinions or interpretations of the laws and rules, and refer her to the website where the rules and laws are available. The motion was seconded by Ms. Willis and approved by the Board.

**Letter from Jennifaye V. Greene, P.T.:** Ms. Lamb made a motion to **advise** Ms. Greene that based upon the information provided in her letter, the Board recommends that the person who rendered the care sign the documentation, and that any attempt to do otherwise may constitute fraud. The motion was seconded by Ms. Willis and approved by the Board.

**E-mail from Barbara J. Ring of CIGNA:** Mr. Freemyer made a motion to **advise** Ms. Ring that the Board is precluded from rendering legal opinions or interpretations of the laws and rules, and refer her to the website where the rules and laws are available. The motion was seconded by Mr. Ellis and approved by the Board.

**E-mail from Chad Roberts, P.T.:** Ms. Portee made a motion to **advise** Mr. Roberts that the Board is precluded from rendering legal opinions or interpretations of the laws and rules, and to refer him to the website where the rules and laws are available, and suggested he refer to Board Rule 490-5-.02. The motion was seconded by Ms. Lamb and approved by the Board.

**E-mail from Susan Layton of the FSBPT:** Ms. Willis made a motion to **advise** Ms. Layton that the Board does not have a policy regarding exam candidates who might be tested on the same examination twice, and that this would be an issue for the FSBPT and the testing centers. Ms. Willis further motioned that the summary provided was fine, but the Board would like an additional summary to be provided every other month, showing recent data, and year-to-date information. The motions were seconded by Mr. Freemyer and approved by the Board.

**E-mail from Scott Stevenson of BenchMark Physical Therapy:** Ms. Lamb made a motion to **advise** Mr. Stevenson that the Board is precluded from offering legal opinions or interpretations of the laws and rules, and refer him to the website where the rules and laws are available. Ms. Lamb further motioned that

the Board considers FCE to be within the scope of practice. The motion was seconded by Ms. Chaney and approved by the Board.

**Request from R.S.:** Mr. Freemyer made a motion to **approve** the request, and schedule a meeting with R.S. for the February meeting. The motion was seconded by Ms. Chaney and approved by the Board.

**Request from R.F.A.W.:** Ms. Lamb made a motion to **advise** R.F.A.W. that a meeting at this time is inappropriate and that the matter has been referred to the Board Attorney's office. The motion was seconded by Mr. Friedman and approved by the Board.

**Letter from Lisa K. Ellis, P.T.:** This item was viewed as informational, no action necessary.

**Letter from Carolann Burke, P.T.:** Mr. Friedman made a motion to **advise** Ms. Burke that the Board is precluded from rendering legal opinions or interpretations of the laws and rules, and refer her to the website where they are available and suggest that she refer to Board Rule 490-8-.01. The motion was seconded by Ms. Lamb and approved by the Board.

**Request for Refund submitted by Christy Draper, P.T.:** This item was viewed as informational, issue previously resolved.

**Letter from Sandra Eskew Capps, P.T.:** This item was viewed as informational, no action necessary.

**Proposed Rule Amendment to 490-2-.09, Endorsement:** This item was **tabled** until the February 17, 2004 workshop session.

Mr. Freemyer moved, Ms. Chaney seconded, and the Board voted to enter into **EXECUTIVE SESSION** in accordance with O.C.G.A. §43-1-2(k) to deliberate on applications. Voting in favor of the motion were those present who included Board members Eskew Capps, Ellis, Friedman, Willis, Lamb and Portee. The Board concluded **Executive Session** in order to vote on these matters and to continue with the public session.

<b>EXAM APPLICATIONS:</b>
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**C.M.G.:** A decision was **tabled** pending further review.

**L.L.B.:** Ms. Willis made a motion to **advise** that applicant that a more detailed plan of further study is needed, and that it must be pre-approved by the Board. The motion was seconded by Mr. Friedman and approved by the Board.

**L.A.H.:** Ms. Portee made a motion to **approve** the training permit. The motion was seconded by Ms. Lamb and approved by the Board.

## ENDORSEMENT APPLICATIONS:

- J.G.:** Mr. Freemyer made a motion to **approve** the application. The motion was seconded by Ms. Chaney and approved by the Board.
- T.L.J.** Ms. Lamb made a motion to **deny** the application. The motion was seconded by Ms. Portee and approved by the Board.
- G.J.D.:** Ms. Willis made a motion to **approve** the application. The motion was seconded by Mr. Friedman and approved by the Board.
- S.J.C.:** Ms. Lamb made a motion to **advise** S.J.C. that an additional 56 hours of general education is needed, and to suggest the CLEP to obtain these deficient hours. The motion was seconded by Ms. Chaney and approved by the Board.
- J.N.R.:** Ms. Portee made a motion to **deny** the application. The motion was seconded by Mr. Freemyer and approved by the Board.

## REINSTATEMENT APPLICATIONS:

- S.L.M.:** Ms. Lamb made a motion to **advise** S.L.M. that she will need to complete 1000 hours of supervised practice before license can be reinstated. The motion was seconded by Ms. Chaney and approved by the Board, with **Andy Ellis** recusing.
- M.E.V.:** Mr. Friedman made a motion to **approve** the application. The motion was seconded by Ms. Willis and approved by the Board.
- H.S.N.:** Ms. Portee made a motion to **approve** the application. The motion was seconded by Mr. Freemyer and approved by the Board.
- M.A.E.:** Ms. Willis made a motion to **approve** the application. The motion was seconded by Ms. Chaney and approved by the Board.
- E.L.H.:** Mr. Freemyer made a motion to **reinstate** the license under a public consent order for unlicensed practice, must take and pass the law exam within 1 year, \$10 fine for each day of unlicensed practice. The motion was seconded by Ms. Lamb and approved by the Board.
- A.P.S.:** Ms. Willis made a motion to **reinstate** the license under a public consent order for unlicensed practice, must take and pass the law exam within 1 year, \$10 fine for each day of unlicensed practice. The motion was seconded by Mr. Friedman and approved by the Board.

### ➤ **Anita O. Martin, Executive Director's Report:**

- Discussed staff processes.
- Discussed expired terms of Board members.

Mr. Freemyer moved, Ms. Portee seconded, and the Board voted to enter into **EXECUTIVE SESSION** in accordance with O.C.G.A. §43-1-19(h)(2) to deliberate on disciplinary matters, and to receive information on enforcement, cognizant, and attorney general reports. Voting in favor of the motion were those present who included Board members Eskew Capps, Chaney, Ellis, Friedman, Willis and Lamb. The Board concluded **Executive Session** in order to vote on these matters and to continue with the public session.

#### **COGNIZANT & ENFORCMENT REPORTS:**

**#04-011:** Mr. Friedman made a motion to **refer** the case to Enforcement. The motion was seconded by Ms. Willis and approved by the Board.

**#04-007:** Ms. Portee made a motion to **refer** the case to Enforcement. The motion was seconded by Mr. Freemyer and approved by the Board.

**#04-005:** Mr. Ellis made a motion to **request** more information from the complainant, then **refer** case to Enforcement. Ms. Chaney seconded the motion and it was approved by the Board.

**#03-017:** Case presented by Enforcement. Ms. Chaney made a motion to **refer** the case to the A.G.'s office for a Public Consent Order to include one year probation, \$100.00 fine, take and pass GA Jurisprudence Exam within one year, quarterly reports, submit to a clinical audit within one year, and to restrict supervision of students or trainees. The motion was seconded by Mr. Friedman and approved by the Board.

**#03-020:** Case presented by Enforcement. Mr. Freemyer made a motion to **close** the case with a letter of concern regarding clarity when hiring personnel. Ms. Willis seconded the motion. Ms. Lamb recused herself from the vote.

**#03-007:** Case presented by Enforcement. Ms. Chaney made a motion to **accept** the signed Cease & Desist Order on Melissa C. Holland and **close** the case. The motion was seconded by Mr. Friedman and approved by the Board.

The Board voted to revise the notice mailed to candidates who have failed the NPTE three times to state that they must submit their plan of further study to be pre-approved by the Board, and that if they fail the exam a fourth time, the Board will advise them to return to PT/PTA school before they will be allowed to take the exam a fifth time in Georgia.

The Board voted to revise the Reinstatement application by adding the question, "Have you practiced in Georgia since the date your license expired?", and to add a statement requiring them to submit copies of continuing competency and a C.V.

The Board approved a request from A.A. to change the alternate supervisor on the training permit to Linda Lamb. Ms. Lamb recused herself from the vote.

The Board met with Wanda Jackson of the Exam Section to review the GA Jurisprudence Exam.

Mr. Friedman and Ms. Chaney left the exam review at 4:00 P.M. Mr. Ellis left at 5:00 P.M.

There being no further business to come before the Board, the meeting was adjourned at 5:05 P.M. on January 20, 2004.

**Minutes prepared by:** Lea Williams, Board Secretary

**Reviewed/Edited by:** Anita O. Martin, Executive Director

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Sandra Eskew Capps, P.T.  
Board President

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Mollie L. Fleeman  
Division Director

## PT Licenses Issued 11/25/03 through 01/09/04

<i><b>License #</b></i>	<i><b>Name</b></i>	<i><b>Profession</b></i>	<i><b>Issue Date</b></i>
PT007908	Kreuzer, Jill Ann	Physical Therapist	11/25/2003
PT007909	Gogan, Michelle Renee	Physical Therapist	11/25/2003
PT007910	Dombo, Tamburai Ratidzo	Physical Therapist	12/5/2003
PT007911	Reed, Ryan Morgan	Physical Therapist	12/5/2003
PT007912	Lynch, Michael John	Physical Therapist	12/5/2003
PT007913	Lopez, Maria Cristina Nina Ayerdi	Physical Therapist	12/5/2003
PT007914	Benter, Krista Ellen	Physical Therapist	12/10/2003
PT007915	Bowlin, Scott Thomas	Physical Therapist	12/12/2003
PT007916	Lindsey, Elizabeth Schaller	Physical Therapist	12/15/2003
PT007917	Gray, Lisa Marie	Physical Therapist	12/15/2003
PT007918	Carvacho, Nicole Leann	Physical Therapist	12/17/2003
PT007919	Allen, Heather Lee	Physical Therapist	12/18/2003
PT007920	Balzer, Patricia Ann	Physical Therapist	12/18/2003
PT007921	Hill, Kaska Rae	Physical Therapist	12/19/2003
PT007922	Bye, Julie Dalton	Physical Therapist	12/22/2003
PT007923	Hughes, Cindy Renea	Physical Therapist	12/22/2003
PT007924	Patton, Deborah Lynne	Physical Therapist	12/22/2003
PT007925	Bove, John David	Physical Therapist	12/23/2003
PT007926	DePalma, John Patrick	Physical Therapist	12/23/2003
PT007927	Heitschmidt, Nancy Michelle	Physical Therapist	12/24/2003
PT007928	Soffes, Robert	Physical Therapist	1/6/2004
PT007929	Blanco, Yvonne C	Physical Therapist	1/7/2004
PT007930	Liquori, Sarah L	Physical Therapist	1/7/2004

## PTA Licenses Issued 11/25/03 through 01/09/04

<i><b>License #</b></i>	<i><b>Name</b></i>	<i><b>Profession</b></i>	<i><b>Issue Date</b></i>
PTA002014	Mutters, Clare Michelle	Physical Therapist Assistant	11/25/2003 0:00
PTA002015	McMillin, Kari Rose Lee	Physical Therapist Assistant	12/10/2003 0:00
PTA002016	Gentile, Julie A	Physical Therapist Assistant	12/11/2003 0:00
PTA002017	Moses, Shelly C	Physical Therapist Assistant	12/11/2003 0:00
PTA002018	Solana, Richard Wayne	Physical Therapist Assistant	12/15/2003 0:00
PTA002019	Harben, Kevin Joseph	Physical Therapist Assistant	1/9/2004 0:00

**NOTICE OF INTENT TO ADOPT PROPOSED AMENDMENTS TO THE GEORGIA  
STATE BOARD OF PHYSICAL THERAPY RULES 490-4.02 FOR CONTINUING  
COMPETENCE REQUIREMENTS. AMENDED AND NOTICE OF PUBLIC HEARING.**

TO ALL INTERESTED PERSONS AND PARTIES

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Physical Therapy (hereinafter "Board") proposes amendments to the Georgia State Board of Physical Therapy Rules, Rule 490-4.02, Continuing Competence Requirements. Amended.

The proposed rule amendments clarify information pertaining to continuing competence requirements.

This notice, together with an exact copy of the proposed rule amendments and a synopsis of the proposed rule amendments, is being mailed to all persons who have requested, in writing, that they be placed on a mailing list. A copy of this notice, an exact copy of the proposed rule amendments, and a synopsis of the proposed rule amendments may be reviewed during normal business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. These documents will also be available for review on the Georgia State Board of Physical Therapy Web page at <http://www.sos.state.ga.us/plb/pt>. Copies may also be requested by contacting the Georgia State Board of Physical Therapy office at 478-207-1686.

A public hearing is scheduled to be held at 9:00 a.m. on March 16, 2004 in the Office of the Secretary of State, Professional Licensing Boards Division, located at 237 Coliseum Drive, Macon, Georgia 31217 to provide the public an opportunity to comment upon and provide input into the proposed rule amendments. At the public hearing anyone may present data, make a statement, comment or offer a viewpoint or argument whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for the official record. Oral statements should be concise and will be limited to 5 minutes per person. Additional comments should be presented in writing.

Written comments are welcomed. To ensure their consideration, written comments must be received on or before March 9, 2004. Written comments should be addressed to Mollie L. Fleeman, Division Director, Professional Licensing Boards Division, Georgia State Board of Physical Therapy, 237 Coliseum Drive, Macon, Georgia 31217. FAX: 478-207-1699.

The proposed rule amendments will be considered for adoption by the Georgia State Board of Physical Therapy at its meeting scheduled to begin at 9:05 a.m. on March 16, 2004 in the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. The proposed rule amendments are proposed for adoption pursuant to authority contained in The Georgia State Board Of Physical Therapy Act O.C.G.A. §§ 43-1-19, 43-1-24, 43-1-25, 43-33-10, 43-33-14, 43-33-16, and 43-33-18.



At its meeting on January 20, 2004, the Georgia State Board of Physical Therapy voted that the formulation and adoption of these rules do not impose regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-1-19, 43-1-24, 43-1-25, 43-33-10, 43-33-14, 43-33-16, and 43-33-18.

Additionally, at its meeting the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-1-19, 43-1-24, 43-1-25, 43-33-10, 43-33-14, 43-33-16, and 43-33-18 to adopt or implement differing actions for businesses as listed at O.C.G.A. §50-13-4(3)(A), (B), (C) and (D). The formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated and dominant in the field of Physical Therapy.

For further information, contact the Board office at 478-207-1686.

This notice is given in compliance with Section 4(a)(1) of the Georgia Administrative Procedures Act (O.C.G.A. §50-13-4).

This \_\_\_\_ day of \_\_\_\_\_, 2004

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Mollie L. Fleeman  
Division Director

Posted: \_\_\_\_\_

**SYNOPSIS OF PROPOSED REVISIONS TO THE  
GEORGIA STATE BOARD OF PHYSICAL THERAPY RULES FOR  
490-4-.02, Continuing Competence Requirements. Amended.**

**Rule 490-4-.02** is repealed and a new rule of the same number is proposed for adoption. Typographical and grammatical errors are corrected.

Purpose: The purpose of the proposed rule amendment is to clarify information pertaining to continuing competence requirements.

Main Features: The main features of the proposed rule amendment are to clarify information pertaining to continuing competence requirements.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE  
PROPOSED AMENDMENTS TO THE  
GEORGIA STATE BOARD OF PHYSICAL THERAPY RULES FOR  
CONTINUING COMPETENCE REQUIREMENTS. AMENDED 490-4-.02(2), (6) and (7)**

**[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]**

**490-4-.02 Continuing Competence Requirements. Amended.**

(1) The Georgia State Board of Physical Therapy requires each licensed physical therapist and physical therapist assistant to participate in a minimum number of clock hours of experience to promote continuing competence per licensure period. The minimum number of hours is: 18 clock hours required until December 1999; 30 clock hours required effective January 2000; 40 clock hours required effective January 2002. The Board has defined the requirements for competence as planned learning experiences, which occur beyond the entry, level educational requirements for physical therapists and physical therapist assistants. Content of the experience must relate to patient care in physical therapy whether the subject is research, treatment, documentation, education, management, or some other content area. The purpose of this requirement is to assist in assuring safe and effective practices in the provision of physical therapy services to the citizens of Georgia. In the event that a licensee does not meet this requirement, the license will not be renewed.

(a) Continuing competence requirements may be met through the mechanisms identified in the categories, Class I and Class II.

(b) The forty (40) hours of continuing competence requirements per biennium include a minimum of four (4) contact hours on ethics and jurisprudence in a Class I activity specifically in ethics and jurisprudence as defined in the Georgia Physical Therapy Act or by passage of the Georgia Jurisprudence Examination. Passage of the examination is equivalent to the four (4) hour requirement.

(c) The total hours required biennially for continuing competence may be distributed between Class I and Class II activities beginning January 2000. Until January 2000, all hours must be obtained through Class I activities. Effective January 2000 and January 2002, a maximum of 10 hours may be obtained through Class II activities. All required hours may be met through Class I activities. Competency credit is the clock hours spent in an activity except as noted below. Any Class I activity without a stated maximum number of hours may be used to accrue all required

hours.

(2) Class I acceptable, continuing competence evidence shall be:

(a) Peer review of practice with verification of acceptable practice by a recognized entity, ~~e.g., American Physical Therapy Association~~; Continuing competence credit is 30 hours per review;

(b) Courses, seminars, workshops, and symposia attended by the licensee which have been approved for continuing education units (CEUs) by appropriate CEU agencies;

(c) Courses, seminars, workshops, and symposia attended by the licensee and approved by the recognized health-related organizations, ~~e.g., American Physical Therapy Association, Arthritis Foundation, Heart Foundation, American Academy of Orthopedic Surgeons, etc.~~ Colleges and universities are considered health related organizations;

(d) Home study courses or courses offered through electronic media that include objectives and verification of satisfactory completion of the course;

(e) University credit courses; Continuing competence credit is 12 hours per semester credit hour;

(f) Participation as a presenter, through a peer review process, in continuing education courses, workshops, seminars or symposia which have been approved by recognized health-related organizations; Continuing competence credit is based on contact hours and may not exceed 20 hours per topic;

(g) Authorship of a presented scientific poster, scientific platform presentation or published article undergoing peer review; Continuing competence credit is 10 hours per event and may not exceed 30 hours;

(h) Teaching a physical therapy or physical therapist assistant credit course when that teaching is an adjunct responsibility and not the primary employment; Continuing competence credit is based on contact hours not to exceed 30 hours;

(i) Certification of clinical specialization by the America Board of Physical Therapy ~~Specialities~~ Specialties. Continuing competence credit is 30 hours and is recognized only in the biennium in which certification or recertification is awarded;

(6) Procedure for verifying with the Board that the continuing competence requirements have been met:

(a) Maintain a signed peer review report or an official program or outline of the course attended or taught or copy of the publication which clearly shows that the objectives and content were related to patient care in physical therapy and shows the number of contact hours, as appropriate. The information also should clearly identify the licensee's responsibility in teaching or authorship. These records should be maintained in the licensee's personal files for no less than three (3) years from the beginning date of the licensure period. These records should be maintained in the licensee's personal files for no less than three (3) years from the beginning date of the licensure period through the even numbered year after the license is renewed.

(b) Maintain a CEU certificate or ~~verification~~ verification of completion of home study which identifies the sponsoring entity that can be contacted during an audit, or maintain a copy of the final grade report in the case of a University credit course(s), or specialization certificate, or proof of attendance with a copy of the program for the other acceptable Class I or II activities, or documentation of self-instruction or reading professional literature. These records should be

maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.

(c) Complete the Verification of Continuing Competence form as instructed and mail to the Board office with the renewal card, if audited. The Verification of Continuing Competence form will be mailed to the licensee with the renewal notice, if audited. These records should be maintained in the licensee's personal files for no less than three (3) years from the beginning date of the licensure period through the even numbered year after the license is renewed.

(7) Responsibilities of Licensee:

(a) To maintain the documents identified in number (6) above for no less than three (3) years from the beginning date of the licensure period. These records should be maintained in the licensee's personal files for no less than three (3) years from the beginning date of the licensure period through the even numbered year after the license is renewed.

(b) To submit a properly completed and notarized "Verification of Competence Education" form to the Georgia State Board of Physical Therapy, if audited.

(c) To complete all steps necessary to meet the relicensure requirements on or before October 31st, of odd numbered years.

(d) To provide the Board with information requested during an audit.

(e) To keep a current mailing address on file with the Licensing Board Office at all times.

(8) Responsibilities of the Board:

(a) To maintain the licensure status of all licensees.

(b) To perform audits of licensees' personal records which support information given on the "Verification of Continuing Competence" form submitted to the Board by the licensees.

(c) To mail "Verification of Continuing Competence" forms to licensees prior to October 31st, of odd numbered years, if audited.

(9) Each licensee must assume full ~~responsibility~~ responsibility for meeting the relicensure requirements according to these rules. In the event that a licensee does not meet these requirements, the license will not be renewed.

(10) The Board will perform periodic audits for the purpose of assuring the public of its protection.

Authority: O.C.G.A. §§ 43-1-19, 43-1-24, 43-1-25, 43-33-10, 43-33-14, 43-33-16, and 43-33-18.